

KSC Export Process (Export Control)

KDP-KSC-P-2613

Rev: A

Objectives:

- to give employees guidance on the determination of export disposition
- to identify existing KSC processes to assist in processing export control related functions
- to identify organizational processes to aid employees in processing exports properly

Note 1:

NASA HQ Export Control Processing Template Website:

<http://www.hq.nasa.gov/office/codei/nasaecp/>

The KSC Export Control Program Web Site provides an overview of export control and a list of current Points-of-Contact (POC).

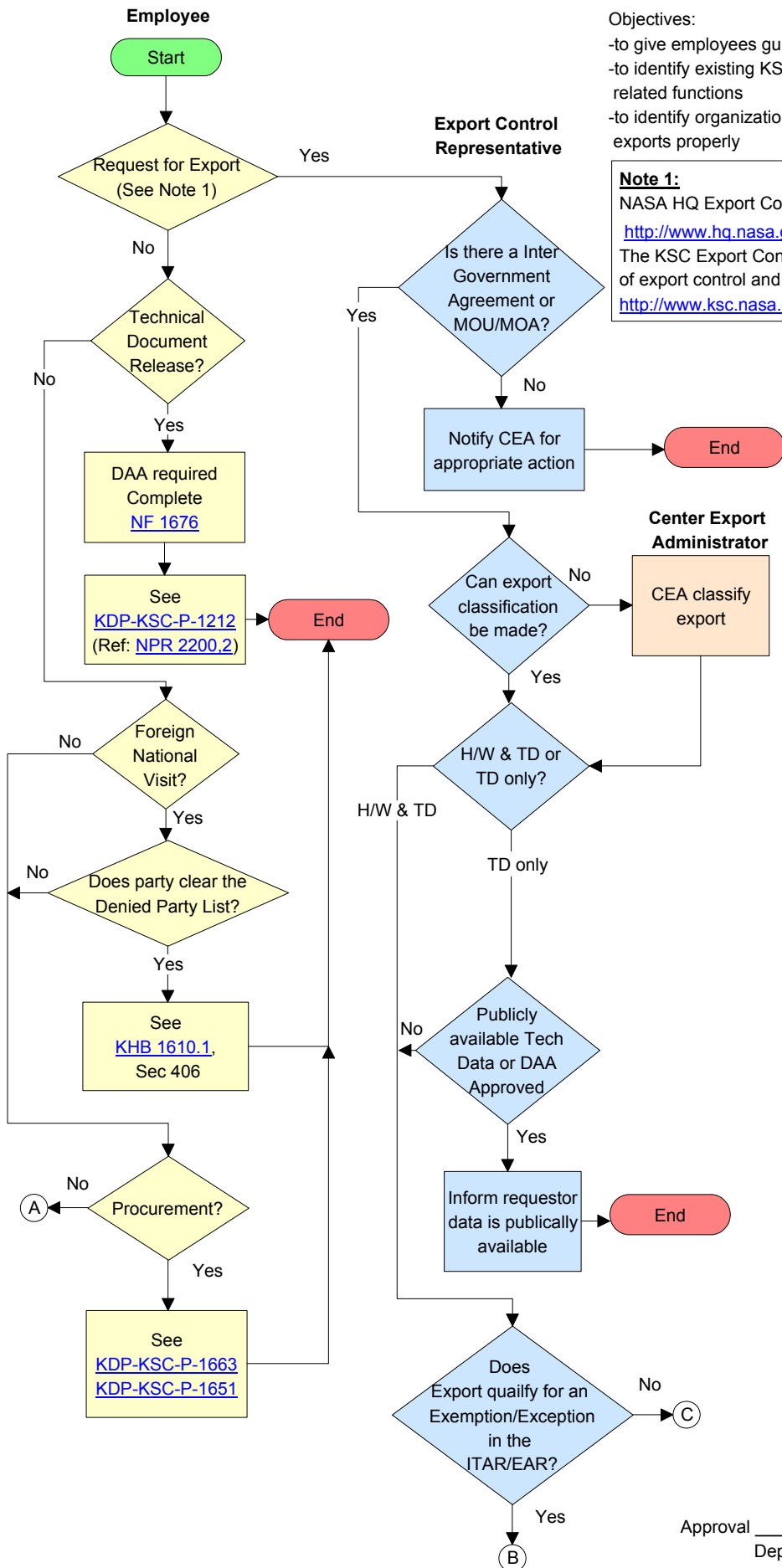
<http://www.ksc.nasa.gov/nasa-only/programs/exportcontrol/>

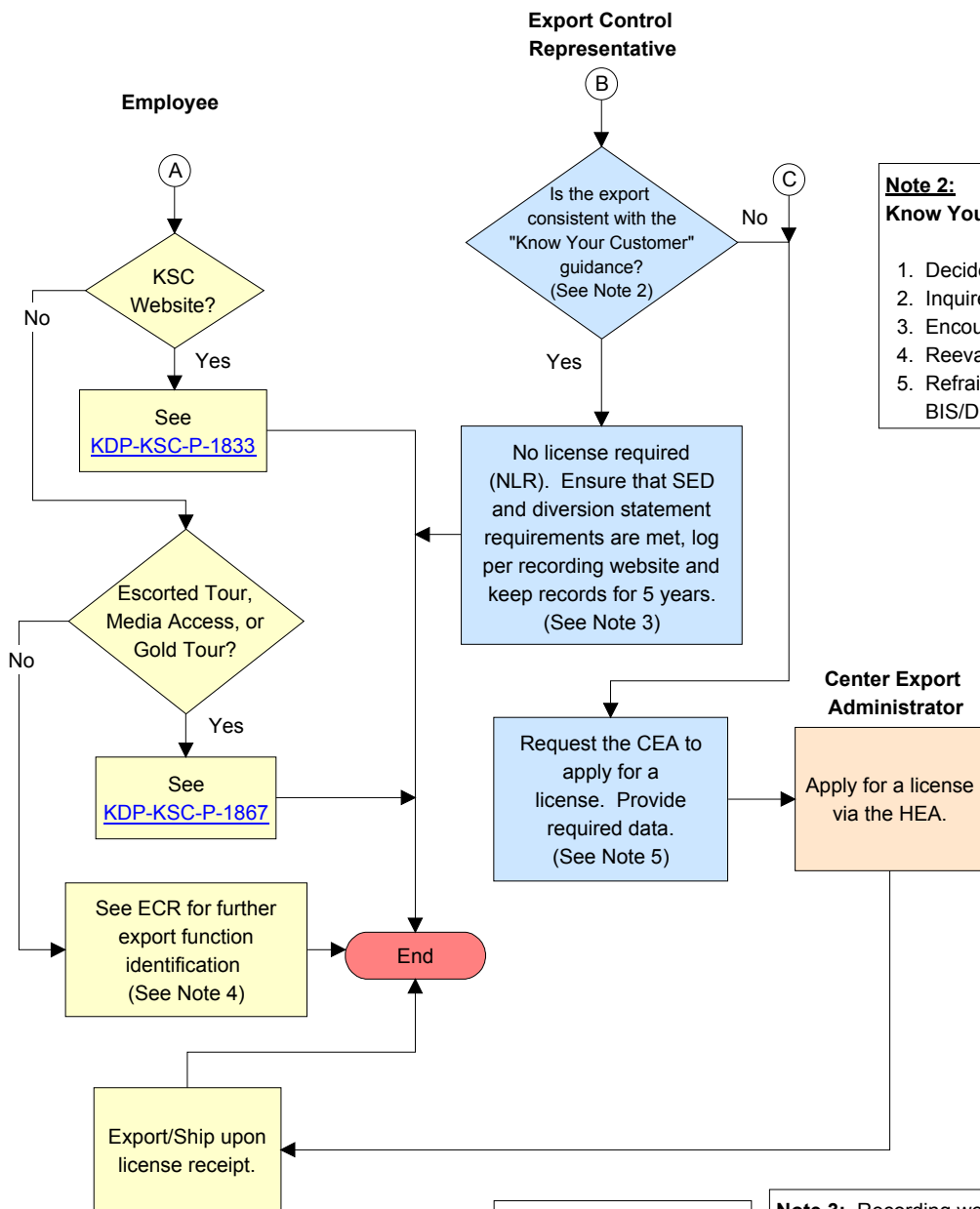
Export Definitions:

- Traditional shipments (hardware/software/technical data) of items through Center transportation offices to destinations outside the United States (U.S.).
- Mailing, faxing, and e-mailing items outside the U.S. or to foreign persons within the U.S.
- Hand-carry items outside the U.S.
- Verbal discussions with foreign nationals or presentations to groups that include foreign persons.
- Placing information on the Public Domain
- Placing information on the World-Wide-Web (WWW), posting data to ftp: sites, internet chat rooms, and electronic bulletin boards
- Visits by Foreign nationals (visitor/tour, international partner liaison office, summer student, etc.)
- Presentation and/or publication of technical paper
- Procurements through a non-CONUS source

Acronyms:

BIS: Bureau of Industry and Security (Commerce Dept.)
 CBW: Chemical Biological Warfare
 CEA: Center Export Administrator
 CONUS: Continental United States
 DAA: Document Availability Authorization
 DDTC: Director of Defense Trade Controls (State Dept.)
 EAR: Export Administration Regulations
 ECP: Export Control Program
 ECR: Export Control Representative
 EPT: Export Processing Template
 H/W: Hardware
 HEA: Headquarters Export Administrator
 ITAR: International Traffic in Arms Regulations
 KHB: Kennedy Handbook
 KDP: Kennedy Documented Process
 NASA: National Aeronautics and Space Administration
 NF: NASA Form
 NLR: No License Required
 NPR: NASA Program Requirement
 SED: Shipper's Export Declaration
 S/W: Software
 TD: Technical Data





Note 2:

Know Your Customer Guidance:

1. Decide whether there are any "red flags"
2. Inquire if there are any "red flags"
3. Encourage the maximum flow of information
4. Reevaluate all the information after inquiry
5. Refrain from the transfer/export or advise BIS/DDTC and await guidance

Note 5: Required Data:

Nomenclature
Part Number
Quantity
Hazardous
Need Date
Address
Attention to:
Country Code
Phone Number

Note 3: Recording website:

http://exportcontrolcf.ksc.nasa.gov/record_form.cfm

The Center Export Administrator will measure the process through the performance of yearly audits as required by the NASA Export Control Program.

Export Diversion Statement:

"These items are licensed by the United States for ultimate destination (_____). Diversion, retransfer, disclosure, or use contrary to applications specified in NASA agreement without prior written U.S. authorization are prohibited."

Note 4:

Other export areas may include foreign travel, technical interchange meetings, presentations, or photography.